



State of Arizona  
**Department of Education**

**Jaime A. Molera**

Superintendent of  
Public Instruction

CN # 12-03

**MEMORANDUM**

**To:** National School Lunch Program Administrators

**From:** Lynne Dulin, Director  
Student Services

**Date:** September 30, 2002

**RE:** SMP Administrative Review for 2002-03 School Year

This memo is to inform you that during the 2002-03 school year your school or educational facility will be receiving an Administrative Review on the Special Milk Program. The Administrative Review is designed to bring financial integrity to USDA's Special Milk Program and provide you with on-site technical assistance. Your facility receives federal funds from USDA's Special Milk Program; therefore a review is conducted every five years.

A reviewer from the Arizona Department of Education will contact you to schedule the on-site review at least two weeks in advance. The Program Contact from your facility will need to be available during the on-site review and provide requested documents. The review will take approximately four hours and includes an exit conference to review any findings.

To facilitate the review process, you may need to provide your reviewer with the following: direct certification and applications (if applicable), purchasing invoices, paperwork documenting the method of milk counting, monthly reimbursement claims and the most recent Annual Financial Report (AFR). Any additional documents may be requested at the reviewer's discretion. If you have any questions regarding this review you may contact a National School Lunch Program Specialist at 602.542.8700.